



# *Job Opportunity*

## *California State Lands Commission*

*The California State Lands Commission is an equal opportunity employer to all regardless of race, color, creed, national origin, sex, marital status, religion, political affiliation, ancestry, disability, age, medical condition, sexual orientation, religious/political opinion, or discrimination filing.*

February 21, 2006

**ACCOUNTING OFFICER (SPECIALIST)**  
**\$3589 - \$4363**  
**ACCOUNTANT TRAINEE**  
**\$3027 - \$3505**  
**(WILL CONSIDER FILLING AT EITHER LEVEL)**

Under the close supervision of the Accounting Administrator, the incumbent will assist in the completion of various reconciliations, verifications, reports, accounting systems analysis and other tasks required. This will include but not be limited to:

**DUTIES AND RESPONSIBILITIES:**

- Maintain accounting records for the department's uncleared collections through clearance of receipts to revenues and reimbursements;
- Assure the accuracy of complete and partial clearance of these items through examination and reconciliation of CALSTARS document file records, general ledger totals, manual accounting records and the department's ACCESS Database sub-systems (RLOG and ALID);
- Direct and oversee maintenance of the department's Accounts Receivable ledger posting system and surface lease billing system;
- Act as the lead person in the collection of past due receivables utilizing tact and courtesy;
- Possess a thorough working knowledge of regulations governing accounts receivable;
- Direct and oversee maintenance of the department's revolving fund ledger posting system;
- Act as the lead person in resolving all travel and training payment issues for the department, including documenting and revising all departmental policies and procedures related to travel and training reimbursement;
- Perform SCO-CALSTARS reconciliations for the State Lands Commission, Delta Protection Commission and the Native American Heritage Commission;
- Perform other miscellaneous reconciliations including the revolving fund and the General Checking Account reconciliations;
- Assist the Accounting Administrator in the preparation of annual financial statements for the State Lands Commission, Delta Protection Commission and the Native American Heritage Commission;
- Reconcile the monthly time reporting system for the department, including contacting departmental employees and resolving issues relating to time sheet posting;
- Act as the fiscal services representative in the development and maintenance of a new lease invoicing system based on the ALID database, including an accounts receivable sub-system which will be designated and maintained in accordance with SAM and departmental regulations.

Job duties may vary with workload needs. The position may be recruited at the Accountant Trainee level with additional guidance and supervision by the Accounting Administrator.

**DESIRABLE QUALIFICATIONS:**

- Good communication skills and ability to interact professionally with staff and the public;
- Familiarity with personal computers – Microsoft Office Systems, Novell Groupwise Network Software and Access;
- Ability to work under tight timeframes and pressure;
- Good attendance and dependability;
- Good organizational skills and self-motivation;
- Good judgement and tact;
- Willingness to accept responsibility;
- Ability to exercise a high degree of initiative, independence and originality in the performance of assigned tasks

**POSITION LOCATION:**

100 Howe Avenue, Suite 100-South  
Sacramento, CA 95825

Free Parking! Near Light Rail, Bus Lines and CSU Sacramento.

**HOW TO APPLY:**

Submit resume & standard State application to:

**California State Lands Commission  
Attn: Personnel Office  
100 Howe Avenue, Suite 100-South  
Sacramento, CA 95825-8202**

**Telephone: (916) 574-2503  
FAX (916) 574-1915**

**WHO MAY APPLY:**

**State employees** with transfer eligibility, reinstatement eligibility, or employment list eligibility. Transfers from surplus agencies or individuals on SROA will be given first consideration.

**Former State Employees** with reinstatement eligibility or employment list eligibility.

**Non-State employees** who have already taken an examination for this job classification and have established employment list eligibility.

Applications will be screened and only the most qualified candidates will be scheduled for an interview.

**FINAL FILING DATE: Until Filled**